

# Assign Substitute Requestor

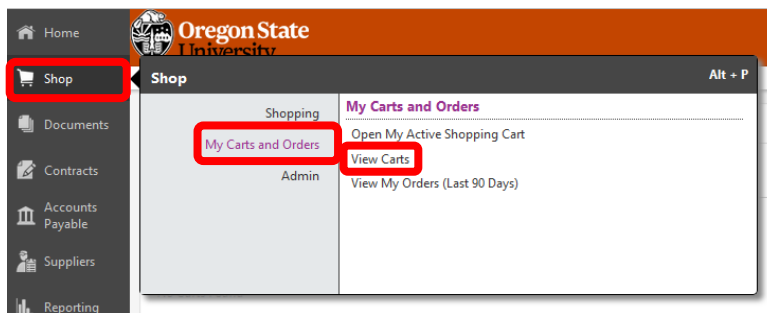
## Substitute Requestor

Assigning a substitute requestor allows a Requestor to substitute another Requestor to take action on their behalf for any carts that get assigned to them. Your substitute requestor delegate must have the appropriate user settings to successfully carryout any approval action.

- ❖ [Assign a Substitute Requestor](#)
- ❖ [Unassign a Substitute Requestor](#)

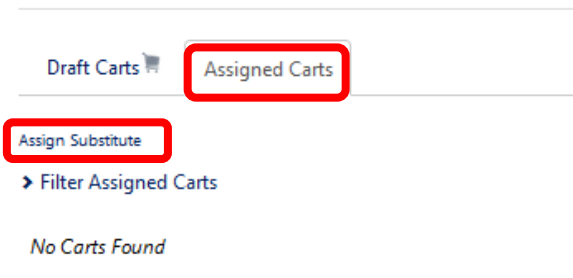
## Assign a Substitute Requestor

1. Login to BennyBuy using your ONID ID and password.
2. From the BennyBuy home page, click on Shop located along the menu on the left side panel. Navigate to My Carts and Orders and select View Carts.



3. In the Assign Carts tab, you will see Assign Substitute option. You can select the link to get to the user search and find your substitute.

### Cart Management



# Assign Substitute Requestor

4. In the User Search window, type in the name of the user you wish to assign in the text box, and click Search.

**User Search**

Last Name

First Name

User Name

Email

Results Per Page

10

▼

Search

5. Under Actions you will click Select for the user you would like to assign as your Substitute.

New Search

Name ▲	User Name ▲	Email ▲	Phone	Action
Buy, Benny	BennyBuy	eprocurement@oregonstate.edu		<a href="#">[select]</a>

6. After you click Select, you will return back to the Cart Management Screen where you will see the name of the substitute requestor next to the Assign Substitute field. To end substitution, click on the link **End Substitution**.

**Cart Management**

Draft Carts

Assigned Carts

Current Substitute: Benny Buy

[End Substitution](#)

[➤ Filter Assigned Carts](#)

No Carts Found